

EPIC ENGLISH DATA PRIVACY ACCEPTANCE CHECKBOX ACTIVATION

If enabled, here's what the participant will see before taking an assessment. (FULL COPY BELOW)

The screenshot shows a web page with the 'EVERYTHING DiSC WORKPLACE' logo at the top left. The main heading is 'Data Protection Consent Form'. Below the heading, there is a paragraph: 'Please read the Data Protection Consent Form below. You must click the "Accept" button before you will be able to complete the profile.' In the center, there is a scrollable box titled 'EPIC Personal Data Consent' with the following text: 'Last updated May 24, 2018', 'The web site www.inscape-epic.com is owned and operated by John Wiley & Sons, Inc subsidiary Inscape Publishing, LLC (Wiley).', 'Purpose: This web site is designed to provide you with a personalized Report. By clicking Accept, you agree that Wiley can use the data, including personal data you enter on this web site, for the purpose of generating your personalized report.', and 'Information We Collect: You will be required to provide your first and last name and respond to a series'. At the bottom of the scrollable box, there are two buttons: 'Accept' and 'Do not Accept'.

If the Participant clicks **Accept**, they will move right into the normal assessment-taking process.

If the Participant clicks **Do not Accept**, they won't be able to move into taking the assessment, and this message will appear:

The screenshot shows a small white box with a grey border. It contains the text: 'From www.wiley-epic.com', 'Click OK to confirm your Do Not Accept selection, or Cancel to return to the Data Protection Consent Form.', and two buttons: 'OK' and 'Cancel'.

The EPIC admin will receive the following email message:

The following individual did not accept the terms of the Data Protection Consent Policy:

Name: **PARTICIPANT NAME**

This individual will not be allowed to complete the **PRODUCT NAME** report without accepting the terms of the Data Protection Consent Policy.

You should take one of the following actions:

1. Contact the individual and notify them that they need to read and accept the terms of the Data Protection Consent Policy before they can complete the profile. They can change their choice by clicking on the access code link in the original assign access code email message that you sent them and clicking Accept on the Data Protection Consent Form.

Or

2. Use your EPIC administrator account to reclaim the access code and add the credits back to your account. This function is available in

Manage Your Account >> Unassign Access Codes/Reclaim Credits

FULL DATA PROTECTION CONSENT COPY

EPIC Personal Data Consent

Last updated May 24, 2018

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Purpose

This web site is designed to provide you with a personalized Report. By clicking Accept, you agree that Wiley can use the data, including personal data you enter on this web site, for the purpose of generating your personalized report.

Information We Collect

You will be required to provide your first and last name and respond to a series of questions, words, or statements that will be used to create your customized report. Optionally, you can provide demographic information such as age, location, education, parties including your employer and is not linked to your name or any other identifiable personal information. We also collect your email address to send you your results, and you may upload a photo to attach to your profile.

Data Storage

The data, including personal data, you provide to us through this web site will be transferred to the United States (if not already in the United States) and stored on Wiley's secure server located in Minneapolis, Minnesota. By submitting your personal data, you consent to the transfer, storage and processing of your personal data in the United States.

Data Retention

We will retain your information as long as needed to (i) provide you access to your completed profile; (ii) to comply with our legal obligations; (iii) resolve disputes; and (iv) enforce our agreements.

Withdrawing Consent

If you wish to access, correct, amend, or delete your profile or any part of it, you should direct your query to your employer. Wiley will anonymize your personal information in response to a deletion request in order to support business analysis and operations, business intelligence, and product development.